



# **Town of Hopkinton, NH**

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## **SELECTMEN PUBLIC MEETING MINUTES MONDAY, AUGUST 2, 2010 APPROVED AUGUST 16, 2010**

Chairman Jim O'Brien called a regularly scheduled business meeting of the Board of Selectmen to order at 5:30 PM on Monday, August 4, 2010.

### **Present:**

Jim O'Brien, Chairman  
George Langwasser, Selectman  
Chris Lawless, Selectman  
Neal Cass, Town Administrator  
Robin Buchanan, Administrative Assessing Assistant

Absent: Tom Congoran and Bryan Pellerin

Public Present: Marion Paxton, Mary Leadbeater, Merle Dustin, Martin Kashulines, Cheryl Sisson, Bob LaPree, Deb Augustine

### **I. ADMINISTRATIVE**

The Board approved the following:

Vendor Disbursement and Payroll Manifests  
Building/Use Permit  
For Review – Selectmen's Notes and Correspondence  
For Signature – Loan Documents for Bohanan Farm Easement \$160,000; Loan Documents for Community Well Project \$350.00; Private Trust Fund

### **II. APPROVAL OF MINUTES**

The Board reviewed the minutes of the Public Meeting of July 19, 2010. Selectman Langwasser made a motion, seconded by Selectman Lawless to approve the minutes of the Public Meeting.

**VOTE:** O'Brien, Langwasser and Lawless voting  
in favor of the motion. No votes against. Motion  
passes 3-0

The Board reviewed the minutes of the Non-Public Meeting of July 19, 2010, Session 1. Selectman Langwasser made a motion, seconded by Selectman Lawless to approve the minutes of the Non-Public Meeting of July 19, 2010, Session 1.

**VOTE:** O'Brien, Langwasser and Lawless voting  
in favor of the motion. No votes against. Motion

passes 3-0

The Board reviewed the minutes of the Non Public Meeting of July 19, 2010, Session II. Selectman Lawless made a motion, seconded by Selectman Langwasser to approve the minutes of the Non- Public Meeting, Session II. Also noting these minutes were not sealed.

**VOTE:** O'Brien, Langwasser and Lawless voting  
in favor of the motion. No votes against. Motion  
passes 3-0

As the first public appointment was not until 6:00pm, Chairmen O'Brien began with **OLD BUSINESS**

### **III. OLD BUSINESS**

It was noted the new sign at Houston Fields is up and looks great. Don Lane continues to raise funds for the addition of solar lighting. It was also noted a Public Hearing would be held to accept the sign and lights.

The Board was presented with a final copy of the Personnel Policy. Mr. Cass informed the Board that the Personnel Policy had been sent to Town Counsel and only language changes were made. It was noted the acknowledgement and other forms are now separate from the Policy. Mr. Cass further noted the Personnel Policy is now compliant; there are no longer any contradictions. It will become effective September 1, allowing for Mr. Cass to go over the policy with Department Heads before the employees get it. Selectmen Langwasser made a motion to adopt the Personnel Policy as submitted to be effective September 1, 2010. Selectmen Langwasser further stated he is happy that it is complete and in compliance. Job well done to Mr. Cass. Selectmen Lawless seconded the motion.

**VOTE:** O'Brien, Lawless and Langwasser voting  
in favor of the motion. No votes against. Motion  
passes 3-0.

The Board went over the changes that were made last week to the Pay by Bag Ordinance. It was noted there was language changes only. The start date is September 1, 2010. A discussion ensued with regards to the Transfer Station selling the bags. It was decided to promote the places where the bags are available. Having the bags at the Transfer Station would add to what the employees would have to do. Selectmen Lawless made a motion to adopt the Pay by Bag Ordinance with a start date of September 1, 2010. Selectmen Langwasser seconded the motion.

**VOTE:** O'Brien, Lawless and Langwasser voting  
in favor of the motion. No votes against. Motion  
passes 3-0.

Discussion ensued with regards to the Pay by Bag Implementation Plan. Mr. Cass noted the few changes that were made and that a question was added to the Q&A section. The Implementation Plan will be used at the Public Hearing on August 9, 2010. Selectmen Langwasser inquired if Styrofoam and other packing materials could be recycled or be collected at no charge. It takes up a lot of space, but has very little weight and he would like to add it to the list of items collected but not charged for.

A discussion about stickers ensued. Mr. Cass suggested purchasing new stickers for Hopkinton and also to encourage the Webster Selectmen to purchase new stickers so that Transfer Station employees can easily tell which people are from Hopkinton and which one are from Webster. Any further discussion was postponed until next week when the Board meets with the Webster Board of Selectmen.

#### **IV. PUBLIC APPOINTMENTS**

Shannon Hudgin and Dave White from RedHawks football were in to discuss use of the field again this year. Ms. Hudgin informed the Board that RedHawks football used the field last year on a trial basis and are back this year to get permission to use it again. Selectmen Lawless mentioned the meeting for field scheduling will be held on August 5 at 3:00pm. All field scheduling is done then and someone from RedHawks football should attend. Mr. Cass informed the Board that Field 4 needs to be rested this year. Discussion ensued with regards to number of games to be played this year. Mr. White stated 4. Selectmen Lawless made a motion to allow RedHawks Football use of the field for the 2010 season. Selectmen Langwasser seconded the motion.

**VOTE:** O'Brien, Lawless and Langwasser voting in favor of the motion. No votes against. Motion passes 3-0.

#### **V. PUBLIC FORUM**

Merle Dustin noted that she was not mentioned in Public Forum last week and she is sure she said something because she always does. This week, Ms. Dustin inquired if the limb at the four corners of Dustin Road had been taken care of. Ms. Dustin also mentioned the bandstand lawn.

David Lancaster stated the Board should ask the Webster Selectmen to enforce the use of stickers for Webster residents.

#### **VI. OLD BUSINESS**

Discussion ensued with regards to the price of the bags for Pay by Bag. The prices are as follows: \$1.25 for the 33 gallon bag and \$.75 for the 13 gallon bag. It was noted the Selectmen have authority to set the price. The cost of the bags will not cover the entire cost to run the Transfer Station. Selectmen Langwasser made a motion to accept the Implementation Committee's recommendation of \$1.25 for the large bags and .75 for the smaller bags. Selectmen Lawless seconded the motion.

**VOTE:** O'Brien, Lawless and Langwasser voting in favor of the motion. No votes against. Motion passes 3-0.

Discussion ensued with regards to how high the price should be set at Town Meeting. It was noted that if the price is too low, people will not have the motivation to recycle.

Martin Kashulines stated that he has objections to the Pay by Bag Ordinance especially the \$200.00 fine for non-compliance. Mr. Cass stated it is the same as the existing ordinance.

#### **VII. PUBLIC APPOINTMENT (continued)**

George Gangel came before the Board with a petition against Safe Routes to Schools building a sidewalk on Cedar Street. (copy attached). It was noted that an informational meeting for abutters will be held on August 11 at 6:30 pm. It was noted that the Board has the final decision whether or not to go forward with the project. Discussion ensued with regards to the problem areas for the sidewalk. Mr. Gangel

stated that he will be collecting more signatures. He further stated that while most of the residents are appreciative of the work done by the Safe Routes for Schools Committee, they feel this particular project is unnecessary.

## **VIII. NEW BUSINESS**

### **Town Administrator Updates:**

Document/Information Management and Change Control Process Policy. The Board asked that this be put on the next agenda. Mr. Cass informed the Board that Mr. Blanchette is working on the purchasing policy.

Phones: Mr. Cass informed the Board that switching to ComCast will save the Town about \$500 per month, the biggest change being that e-mail addresses will need to be changed.

Bio Energy: All documents have been signed by all parties.

Community Well Project is moving forward as scheduled.

Maps on Line: Cartographics will be placing the tax assessment cards and maps on line. The initial start up will be about \$900.00, after that it will be \$1,800.00.

It was noted that taxes receivable are at the same level as they were last year at this time.

Mr. Cass gave the Board a copy of the letter that went out to Department Heads regarding this year's budget schedule. October 4<sup>th</sup> is presentations to the Board.

Mr. Cass informed the Board he would be meeting with Steve Chamberlain

Mr. Cass also informed the Board he would be on vacation August 23-30.

Selectmen Lawless informed everyone there would be joint Planning/Zoning Board meeting tomorrow, August 3 at which a new business is being proposed.

Selectmen Langwasser commended the Fire Department for saving all the houses that were in the fire zone. The fire was confined to one house and because of work the Fire Department did the fire did not spread to the other homes which are very close together. He also informed everyone that a fund had been set up at the Merrimack County Savings Bank for anyone wishing to help with donations.

## **IX. OTHER BUSINESS**

There being no further business, motion by Selectman Lawless, seconded by Selectman Langwasser to adjourn the meeting. Vote 3-0 in favor of the motion. The meeting adjourned at 7:05 PM.

Respectfully submitted,

Robin Buchanan

Administrative Assessing Assistant

*These minutes are not official until approved by the Board of Selectmen at their meeting.*